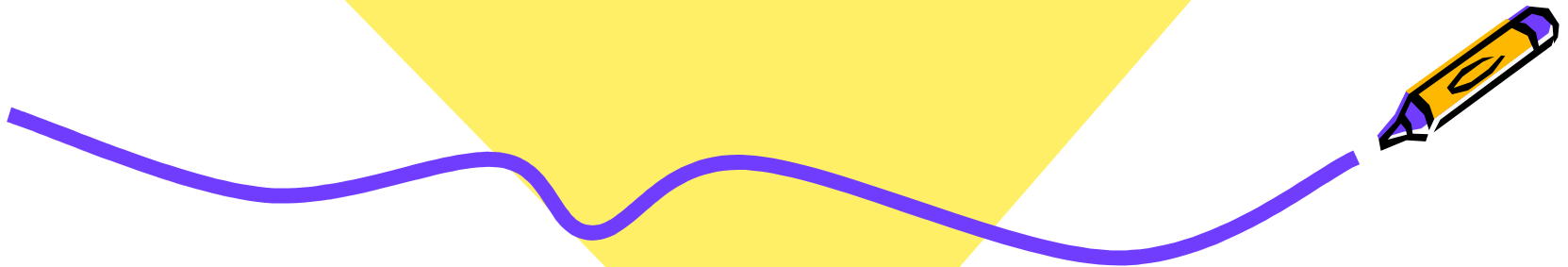




WINNING HABITS

Compiled by: Pardeep Sehgal



WINNING HABITS

- “We are what we repeatedly do. Excellence, then, is not an act but habit.” – Aristotle

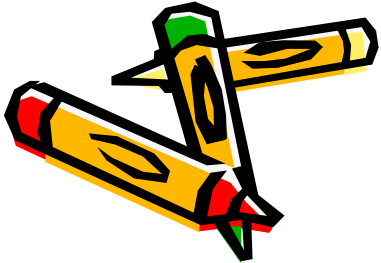


Our character is a composite of our habits.

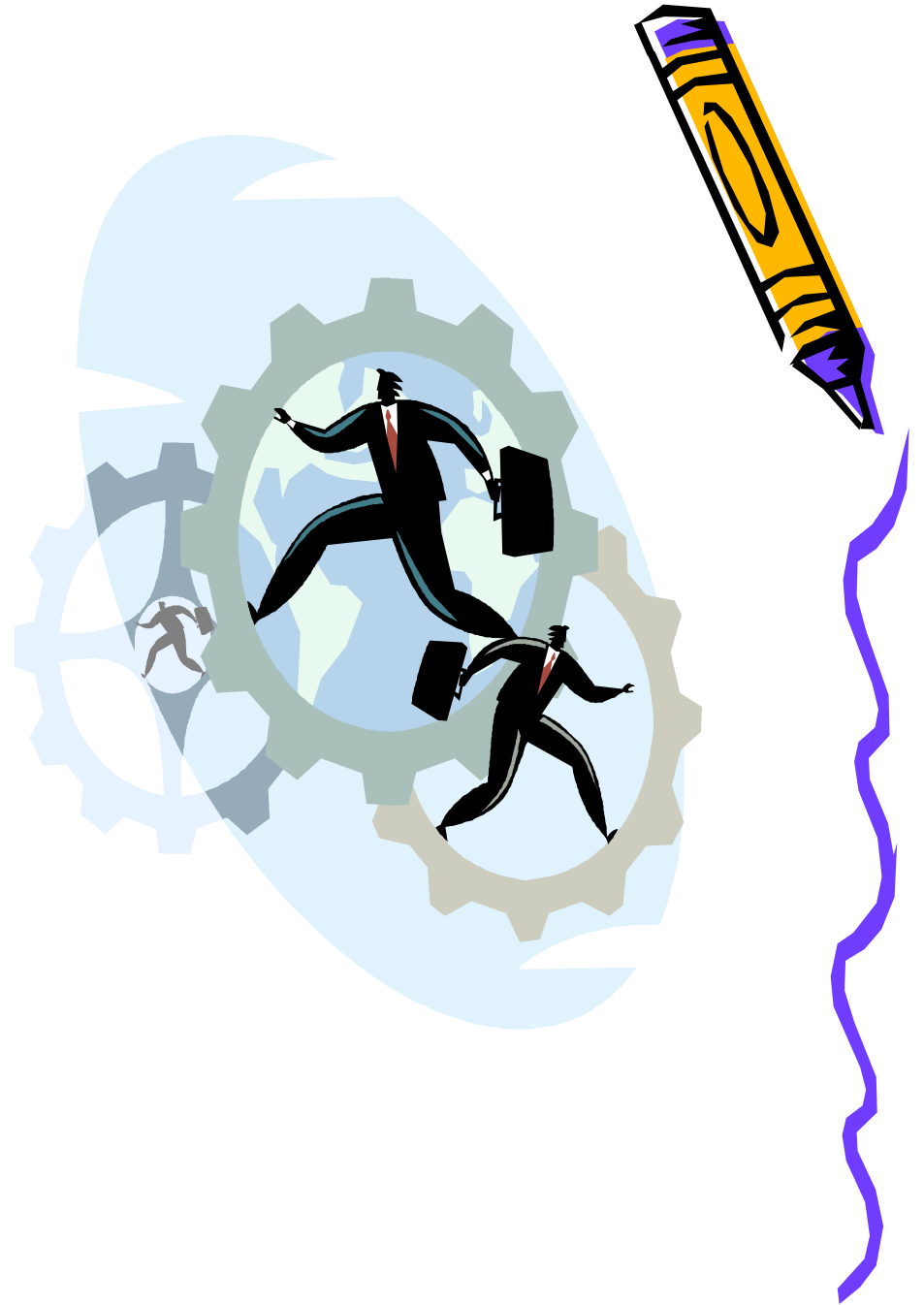
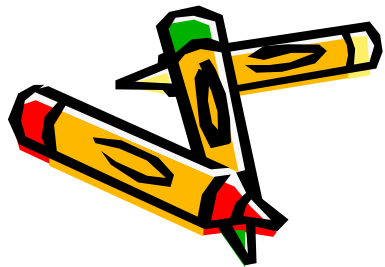
- “Sow a thought, reap an action, sow an action, reap a habit, sow a character, reap a destiny”, the maximum goes.



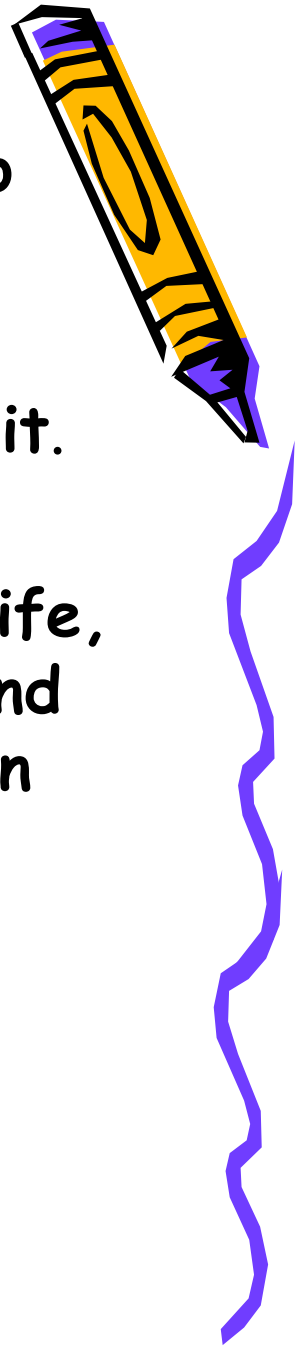
We can't deny that our habits are the most powerful factors that govern our life.



Some people glide effortlessly onwards and upwards at work, and so in life. They excel because of their distinguished and dignified habits. Reflected as an amalgam of their **knowledge, skill** and **desire**.



- Knowledge is the theoretical part, what to do and the why.
- Skill is the how to do it.
- And desire is the motivation, the want to do it.
- In order to make something a habit in our life, we have to have all three that revolve around some basic principles often based on our own observations.



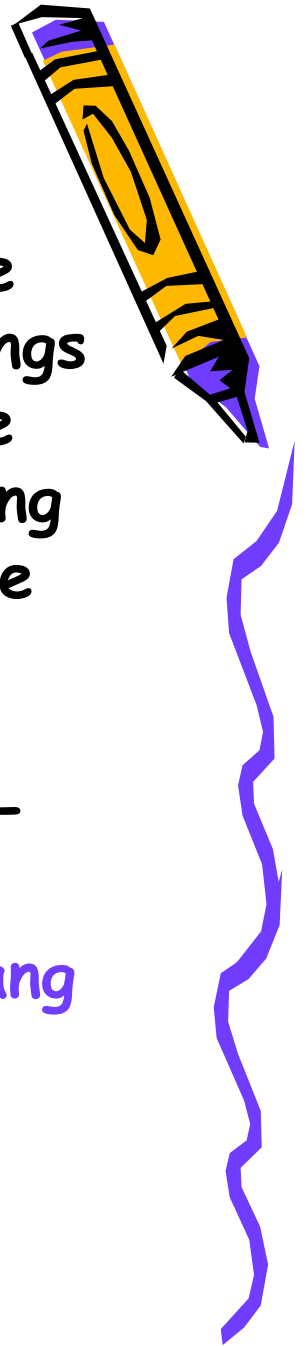


Important Habitual Traits
that influence our
objectives and goals
towards a definite purpose



1. BE PROACTIVE

- It all starts with our self-awareness.
- One excellent way to become more proactive is to look at where we focus our time and energy by creating a **circle of concern**.
- “Besides the noble art of getting things done, there is the noble art of getting things undone. The wisdom of life consists in the elimination of non-essentials” - **Lin Yutang**



2. BEGIN WITH THE END IN MIND



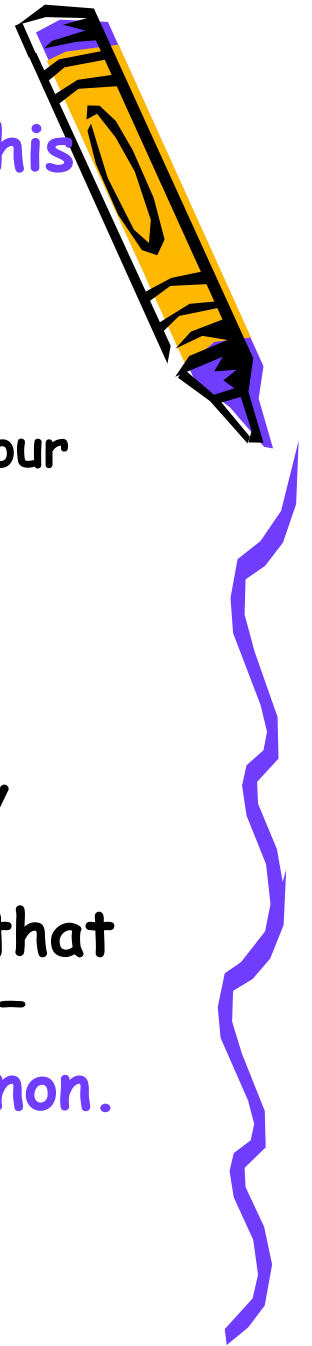
- To begin with the end in mind is to start with a clear understanding of our destination.
- This habit is revolved around the principle of personal leadership.
- 'It is easy to be good'
(He, who follows the law of his nature, will preserve his soul, without any inward conflicts.)
- 'It is difficult to be bad'
(rebellious and murdering, lying and bearing false witness, are acts contrary to human nature.)

- Huai Nan Tzu



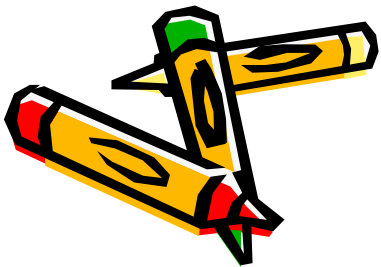
3. PUT FIRST THINGS FIRST

- “Don’t let anyone say you can’t do it” - John Ilhan.
 - An endeavor starts with mental creation followed by physical creation.
 - To put ‘first things first’, practice effective self-management.
- How you can attain this power of self-management?
 - Switch on the wheel of your self-awareness system
 - Be enthusiastic
 - Leave your comfort zone
- “Clinging to familiarity can keep us from accomplishing things that are important to us” -
Diann Cannon.



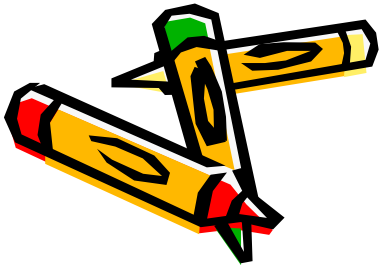
4. HAVE A PLAN

- We must follow a definite course of actions - long terms or short terms.
- Long-term plans are easy to narrate.
- Short-term plans vary according to our time span and urgency.
- All these plans should be devised in the light of our own practical cognition.
- “To accomplish great things, we must not only act, but also dream; not only plan, but also believe” -
Anatole France



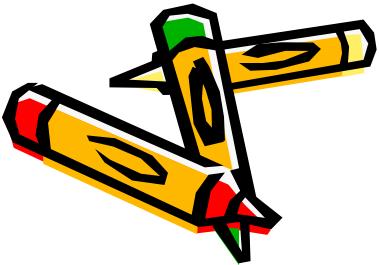
5. SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

- “When people talk, listen completely. Most people never listen” - Ernest Hemingway
- Most of us do not listen with the intent to understand, we listen with the intent to reply.
- Very few of us practice the highest form of listening, ‘empathic listening’.
- Empathic listening means listening with intent to understand. We listen for feeling, for meaning.
- “Yes and no are very powerful words. Mean them when you say them. Respect them when you hear them” - Michael Josephson



6. SET PERSONAL STANDARDS

- “We are forced to participate in the games of life before we can possibly learn how to use the options in the rules governing them” - Johann Wolfgang Von Goethe
- “The true measure of a man is how he treats someone who can do him absolutely no good”
- Samuel Johnson
- We must endeavor to be the very best we can at all times.



7. MAINTAIN GOOD MANNERS

- “Personality can open doors, but only character can keep them open” -
Elmer G Letterman

- We should always make the effort to show these good manners:

- Good manners make one perfect.
- No matter how small interactions we have with people each day, don't let the manners slip.

- Queuing without jostling.
- Complementing people when need to.
- Not sticking our nose in where it is not wanted.
- Keeping a promise.
- Not shouting at people who get in our way.
- Apologizing when we get in someone else's way.
- Answering when spoken to
- Being courteous and charming.

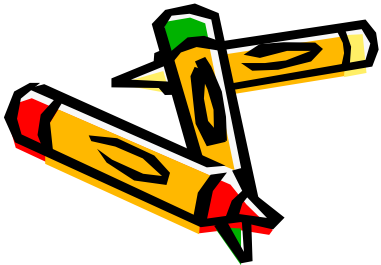


8. BE CHEERFUL AND POSITIVE

- “The greatest pleasure in life is to do what people say you cannot do” -

Walter Bagehot

- Nothing is more powerful than our will, our hope, and our positive attitude.
- Be cheerful at all times. At first you don't have to believe it - just do it.



- “A person, who no matter how desperate the situation, gives others hope, is a true leader” -

Daisaku Ikeda



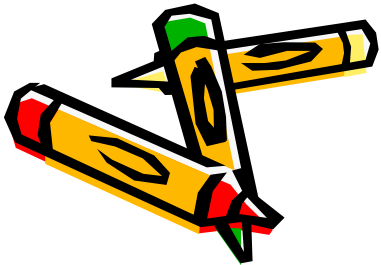
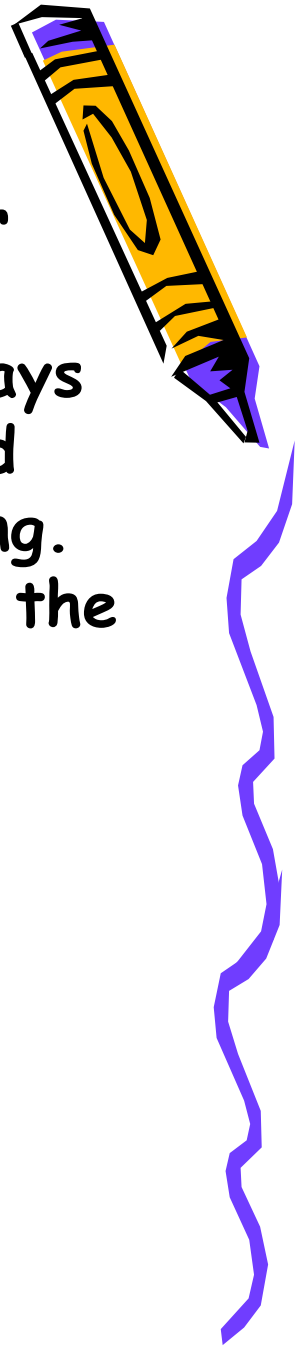
9. NEVER LIE

- “Son, always tell the truth. Then you will never have to remember what you said the last time” -

Sam Rayburn

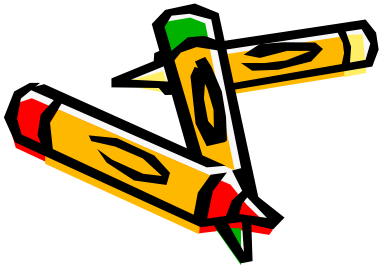
Tell what you know, no more, no less. It sets you into a mode when you don't have to think twice. Never Lie.

- Always go by your principle of truthfulness. Always invite straight and simple way of living. Experience life in the light of truth.



10. THINK WIN / WIN

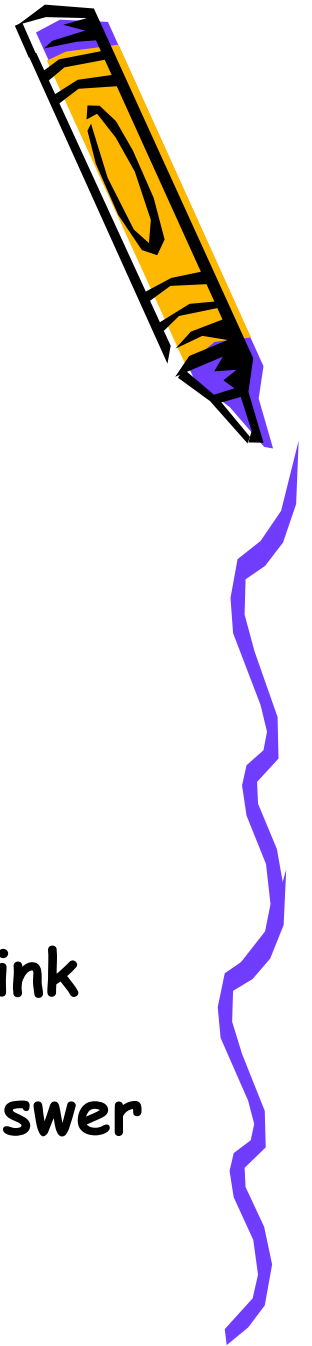
- “If anyone is not willing to accept your point of view, try to see his point of view”
 - Lebanese Proverb
- With a win / win solution, all parties feel good about the decision and feel committed to the action plan.



Of these five philosophies,

- win / win
- win / lose
- lose / win
- lose / lose
- and win

Which one you think is the most effective, the answer is - “it depends”.



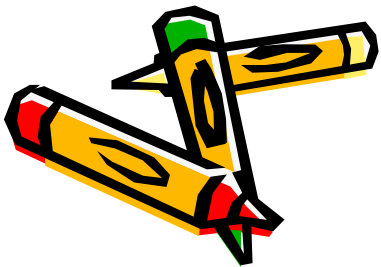
11. SHARPEN THE SAW

- Sound motivation and organization theory embraces these four motivations:
- the economic (physical)
- how people are treated (social)
- how people are developed and used (mental)
- and the service, the job, the contribution, the organization gives (spiritual)
- "Sharpen the saw" basically means expressing all four motivations.
- All these dimensions enhance our greatest asset we have - ourselves.



12. SYNERGIZE

- Synergy means that the whole is greater than the sum of its parts.
- As in life, synergy is of much importance in the world of business.
- And once we have experienced real synergy, we are never quite the same again.
- The very way a man and a woman bring a child into the world is synergistic.



- As in life, synergy is of much importance in the world of business.
- When we incorporate this approach in our business, the outcome is sheer excellence. It helps us to release an incredible creative enthusiasm.
- And once we have experienced real synergy, we are never quite the same again.



- Being result oriented works in the business world, but in spirituality things are different.
- Spirituality demands that we modify our worldview, become more humble in our approach to life, with no great expectations, just like a child learning to write.
- If we take care of the moment, automatically we take care of the future.



Sri Paramahansa Yogananda on Habit - Spiritual Perspective

- "A thought or physical act once performed does not cease to be, but remains in the consciousness in a more subtle or "melted" form as an impression of that gross expression of thought or action. These impressions create strong inner urges, tendencies, or propensities that influence the intelligence to repeat those thoughts and actions. Oft-repeated, such impulses become compelling habits."
- "Repeated performance of good or bad actions forms good or bad habits. Habits are psychological automatic machines that enable man to perform actions without conscious effort. Without the automatic power of a worthy habit, a fresh difficult effort has to be made each time one strives to form a good action."



- **"Bad habits are destructive to health, morality and inner peace. Overeating, for instance, or overindulgence of any sense under the spell of habit of greed, causes physical disease or mental satiety or inner unhappiness."**

- **"Ignorance, lack of watchfulness, wants of discretion in selecting right actions, and carelessness in choosing proper friends often entraps a person in a quicksand of bad habits that draws him down against his will. The influence of constant association is usually stronger than that of judgment or will power. Good or bad company is more potent than one's inner resistance."**



- "A person is free to choose between good and bad actions before his inclinations solidify into habits. Once he becomes used to good or evil, he is no longer free...Wrong tendencies should be curtailed by seeking good company and practicing self-control; and one should wholly consume those evils by the fire of discrimination and meditation."

- "The good habits and the bad habits, though they are the offspring of the same consciousness, manifest different results...One who meditates daily and cultivates the taste for peace and contentment, gradually forsaking indulgence in sense pleasures, has a chance for spiritual emancipation."



- "It may take from eight to twelve years to substitute a good habit for a strong bad habit. Before the strong good habit is fully formed, a man must not put himself in the way of temptation...**To starve out bad habits, one must get away from evil surroundings;** and above all, one must never dwell mentally on evil thoughts.
- The latter reinforces the influence of the former and is more dangerous. **One must fortify himself with the right outer environment and the right inner environment.**" - Paramahansa Yogananda.



Medical Science on Habit

- **"Through meditation...you can set the stage for important mind- and habit-altering brain change."** Herbert Benson, M.D., Professor of Medicine at Harvard Medical School thus summarizes the results of his extensive research:
- **"Over the years,"** he writes, "you develop 'circuits' and 'channels' of thought in your brain. These are physical pathways that control the way you think, the way you act, and often, the way you feel. Many times, these pathways or habits become so fixed that they turn into what I call 'wiring.' In other words, the circuits or channels become so deeply ingrained that it seems almost impossible to transform them."



- There are approximately 100 billion nerve cells in the brain; and each of these communicates with the others through connections called synapses. The total number of possible connections is 25,000,000,000,000,000,000,000,000,000,000, Dr. Benson estimates.

- Put another way, if you made a stack of sheets of standard typing paper, with one sheet for each neuron connection, the resulting pile of paper would be approximately 16 billion light years high - stretching beyond the limits of the known universe.

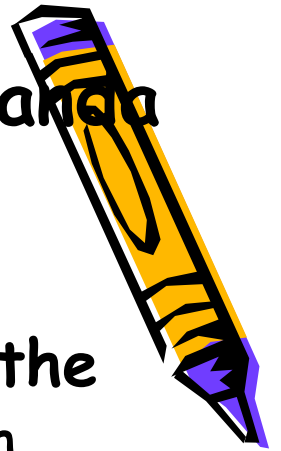




- And according to another renowned brain researcher, Robert Ornstein, M.D., of the University of California, San Francisco, the number of possible connections in the brain is greater than the number of atoms in the universe.
- Therefore, Dr. Benson believes, the brain's potential for forming new pathways - and thus new habits of thought and behavior - seems to be practically unlimited.
- "It's largely the established circuits of the left side of our brain that are telling us, 'You can't change your way of living...your bad habits are forever...you're just made in a certain way, and you have to live with that fact.' That simply is not true."
- "Scientific research has shown that electrical activity between the left and right sides of the brain becomes coordinated during certain kinds of meditation or prayer."



- Finally advice of Sri Paramahansa Yogananda is truly synergistic when he says:
- "No action, inner or outer, is possible without the energizing power of will. Will power is that which changes thought into energy. Man is endowed with free will and should not abdicate his freedom of choice and action.
- To ensure right action, the challenge lies in overcoming prenatal and postnatal bad habits with good habits, and to increase actions that are initiated solely by **wisdom-guided free choice**, emancipated from all karmic, habitual, and environmental influences."



- Like all other habits, make meditation a part of your daily routine, and meditation under the guidance of a Perfect Master will be a wise investment and the best winning habit.

- Thank You

